
DWD CARS ACCOUNTING REPORTS MANUAL**CHAPTER IV**

Wisconsin Works (W-2) Agencies

(W-2 Consortium Non-Reimbursable)

CARS #2102**Deleted 01/00**

PROFILE ID TITLE: W-2 Work Activ-Non-Reimb**FULL TITLE:** Wisconsin Works (W-2)- Work Activities - Non-Reimbursable Consortium**REPORTING INSTRUCTIONS:**

Report W-2 Work Activities related costs such as:

Costs of case management worker's salary, fringe benefits, direct (such as supplies, rent, computer costs, utilities, etc.) and indirect costs (such as allocated share of direct supervision costs).

Costs associated with enrolling W-2 participants, providing orientation, assessment, developing an employability plan and providing appropriate case management, counseling, and reconciliation activities.

Costs associated with conducting individual and group job search, job development, job club, and related case management.

Costs associated with dissemination of labor market information, pre-employment, retention skills training and related case management.

Costs associated with the assignment of a W-2 participant in a Community Service Jobs (CSJ) position, which may be scheduled for up to six months, with an opportunity for a three month extension in special circumstances approved by the FEP. The cost of Worker's Compensation Insurance coverage for the CSJ participant should be reported on this profile. The cost of the CSJ work site supervision is not an allowable cost.

Costs associated with the assignment of a W-2 participant in a Trial Job position such as identifying potential Trial Job employers, developing and administering contracts, making employer payments on a timely basis (until CARES is able to generate a payment automatically) and related case management. **The actual payment to the Trial Job employer should be reported on Profile 2200 (Trial Jobs) not to exceed \$300 per month per participant.**

Costs associated with the assignment of a W-2 Transition participant to unpaid Work Experience and related case management. The cost of Worker Compensation Insurance coverage for the Work Experience participant should be reported on this profile.

Costs associated with the provision of transportation and work related expenses for the W-2 participant which are necessary to enable the W-2 participant to participate in the W-2 program and related case management costs.

(See next page)

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CARS #2102 (cont)

PROFILE TYPE: Contract Controlled (F)**EXPENSES ROLL TO THIS PROFILE FROM:** N/A**EXPENSES ROLL FROM THIS PROFILE TO:** 2115**EXPENSES ALLOCATE TO THIS PROFILE FROM:** N/A**EXPENSES ALLOCATE FROM THIS PROFILE TO:** N/A**REIMBURSEMENT %:** N/A**PREPAYMENTS:** N/A**LIMITATIONS:** N/A**FEDERAL CATALOG (CFDA) NUMBER:** N/A**DIVISION RESPONSIBLE:** Division of Economic Support